

Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 1/14/25

CLOSING DATE: 1/26/2025

CLASS TITLE: Administrative Assistant,
Office of Gaming Laboratory
Operations

POSITION #:

LOCATION: Commonwealth Tower 10th Floor
303 Walnut Street
Harrisburg, PA 17101

TYPE OF SERVICE: Non-Civil Service

UNION COVERAGE – AFSCME

WORK HOURS: 8:30 – 5:00, (37.5 hrs. weekly)
(Telework Options Available
Within the Commonwealth of PA Only)

PAY SCALE GROUP: 4
Starting Salary - \$39,785
(Non-Negotiable, Pay Rules Apply to Existing
Commonwealth Employees)

Definition:

This position supports the Bureau of Gaming Laboratory Operations (GLO) and PGCB's mission of ensuring integrity of legalized gaming in Pennsylvania through its responsibility for tracking, reviewing, and processing correspondence, submissions and approvals to games and applications/platforms for regulatory compliance by GLO on behalf of PGCB.

Description of Duties:

Enters data and processes new game/platform/application submissions using Microsoft Office suite, GLO shared drives, and GLSMA to begin, maintain and track submission data. Includes pulling the electronic submissions from the ftp, entering the submissions into the tracking database and creating electronic files.

Updates submission files and the database when the manufacturer submits new information, including Independent Testing Laboratories (ITL) completion dates, customer advisories, withdrawal notifications, waiver requests, revocations, priority info, etc. to ensure that submission data is accurate and comprehensive.

Reviews initial submission paperwork received by manufacturers/vendors, such as cover letter, GLO forms, labeling media, etc. using PGCB correspondence standards and GLO submission requirements, to ensure accuracy of initial submissions. Contacts the manufacturer to request corrections as needed.

Documents ITL certifications by accessing approved certifications from ITL secure sites, reviewing certifications, and documenting identifying information in GLSMA using PGCB and GLO standards.

Reviews approval letters for accuracy and proper formatting using PGCB and GLO standards. Affixes electronic signatures on letters and converts letters to pdf formats.

Updates the database in GLSMA when approval letters are completed and emailed to manufacturers, ITLs, and PGCB staff.

Documents and assists in processing revocations of game/platform approvals by accessing and updating data in GLSMA and electronic files, drafting standardized revocation memos, emailing revocation correspondence to manufacturers, ITLs and PGCB staff, and updating GLO files & database.

Updates and maintains distribution lists and outlook group email lists of manufacturer contacts to ensure accuracy in communications.

Maintains communication with manufacturers and responds to requests for completion dates for submission reviews, status checks of submissions, and priority list/target date updates using GLSMA and GLO shared drives.

Scans paper files and maintains digital filing system of GLO shared drives to maintain and retrieve accurate documentation.

Plans, suggests travel options, and makes travel reservations for managers for G2E conference and other conferences, as needed. Submits travel expense requests for managers using Concur after completion of travel including gathering and processing required documentation.

Maintains weekly GLO & Executive quarterly spreadsheets tracking incoming submissions, approvals, EVO submissions, etc. and other GLO statistics as requested.

Assists with planning and scheduling quarterly in person meetings, to include confirming staff availability, meal planning/ordering, training room setup/cleanup, and assisting staff with hotel reservations and parking. Assists with in person meetings by greeting, signing-in, and escorting outside attendees.

Assists in coordinating, scheduling, and receiving lab deliveries as needed.

Obtains and distributes physical mail on a weekly basis.

Performs special projects and other duties as required or assigned.

Decision Making:

Supervisory Role – Position is not a supervisor.

Work Decisions – Position has decision making for administrative and clerical functions and seeks guidance on technical decisions involving GLO approval procedures. Position drafts, tracks and maintains correspondence independently.

Supervisor’s Control – At full performance level, position works independently, and results are reviewed through completed correspondence, tracking, and communications.

Communications – Expected to maintain communication with points of contact for manufacturers, ITLs and other parties requesting, involved in, or needing assistance with the submission approval procedures or documents.

Essential Functions:

1.	Operate a personal computer, telephone, copy machine, fax machine, and other similar office equipment and software.
2.	Communicate verbally and in writing in the English language.
3.	Ability to follow verbal and written instructions.
4.	Ability to interpret and apply policies and procedure.

5. The duties for this position will be mostly performed in a typical office environment. However, occasional travel may be required.

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume to Joseph Bott at pgcbjobapplicant@pa.gov by the closing date of this posting. A copy of this application is available on the PGCB website at <http://gamingcontrolboard.pa.gov/> Selected applicants will then be contacted and an interview will be arranged.

NOTE: Employment is contingent upon the completion of a Personal History Questionnaire with a thorough background investigation, including drug screening and the subsequent review and approval by the Board.

A brief description of the duties is included under the **JOB DUTIES** section listed above. **Also included are the position's essential job functions as required by the Americans With Disabilities Act (ADA).**

IF YOU NEED AN ACCOMMODATION DUE TO A DISABILITY WHEN INTERVIEWING FOR THIS POSITION, PLEASE ADVISE THE PERSON WHO CONTACTS YOU FOR THE INTERVIEW.

CONTACT: PGCB Human Resource Office

ADDRESS: 303 Walnut Street
Harrisburg, PA 17101

TELEPHONE: (717) 346-8300

E-MAIL: jbott@pa.gov